



City of Waterville

APPLICATION FOR BUILDING PERMIT # _____

MAP _____ LOT _____ LOT SIZE _____ ZONE _____ DATE ____/____/____

SITE LOCATION: _____

OWNER: _____

ADDRESS: _____

PHONE: Work _____ Home _____

Cell _____ E-Mail _____

APPLICANT: _____

ADDRESS: _____

PHONE: Work _____ Home _____

Cell _____ E-Mail _____

CONTRACTOR: _____

ADDRESS: _____

PHONE: Work _____ Home _____

Cell _____ E-Mail _____

APPLICATION TYPE:

____ NEW RESIDENTIAL CONSTRUCTION
SINGLE FAMILY, TWO FAMILY, MULTIPLE FAMILY

____ NEW COMMERCIAL CONSTRUCTION

____ RENOVATIONS - RES. OR COMM.
SINGLE FAMILY, TWO FAMILY, MULTIPLE FAMILY

____ CHANGE OF USE / CHANGE OF OWNER

____ GARAGE

____ NEW DRIVEWAYS (CURB CUT)

____ SPRINKLER SYSTEMS

____ FUEL TANK

____ EXCAVATION / GRADING, ETC.

____ EXTERIOR GREASE TRAP REQ.

____ DEMOLITION

____ MOBILE HOME – SERIAL # _____

____ SIGN

____ OUTBUILDING UP TO 10X10

____ PARKING

____ POOLS

____ OTHER _____

Note: All work must be done in accordance with 2015 Maine Uniform Building & Energy Code and National Fire Protection Association Life Safety Code 101, 2018 Edition.

PROJECT DESCRIPTION

BRIEFLY EXPLAIN SCOPE OF WORK TO BE DONE:

DIMENSIONS OF PROPOSED STRUCTURE_____

PROPOSED FOUNDATION TYPE: ____FULL 8' ____4'FROST WALL ____PIER ____SLAB

SETBACKS:

EXISTING STRUCTURES

FRONT_____

SIDES_____

REAR_____

PROPOSED STRUCTURES

FRONT_____

SIDES_____

REAR_____

LOT AREA:

LOT FRONTAGE_____

LOT DEPTH_____

% OF LOT COVERAGE (Building)_____

% USABLE OPEN AREA (Lawn area, driveways, etc.)_____

FIRE DEPARTMENT- GENERAL LIFE SAFETY REVIEW (IF APPLICABLE)

*A FIRE DEPARTMENT GENERAL LIFE SAFETY REVIEW IS REQUIRED WHEN THE FOLLOWING OCCURS: NEW CONSTRUCTION/ADDITIONS, (RENOVATIONS EXCEEDING 75% OF OCCUPIED SPACE ARE CONSIDERED NEW CONSTRUCTION.) RENOVATIONS THAT MAY ALTER LIFE SAFETY COMPONENTS, CHANGE OF OCCUPANCY, AND SOLAR SYSTEMS THAT REQUIRE FIRE DEPARTMENT TRAINING. THE FIRE DEPARTMENT HAS BEEN CHARGED WITH ENSURING COMPLIANCE WITH LOCAL ORDINANCE, FINAL DETERMINATION ON WHETHER A BUILDING SHALL HAVE A FIRE ALARM OR SPRINKLER SYSTEM, AND PLANS FOR RESPONSE TO THE PROPERTY SHOULD AN EMERGENCY CONDITION EXIST.

STATE FIRE MARSHALS CONSTRUCTION PERMIT OBTAINED? ☐YES ☐NO

STATE FIRE MARSHALS PERMIT NUMBER: _____

FIRE SUPPRESSION

STATE FIRE MARSHALS SPRINKLER PERMIT? ☐YES ☐NO PERMIT NUMBER:_____

OS&Y LOCATION:_____FD CONNECTION LOCATION:_____

TYPE OF SPRINKLER SYSTEM: ☐WET ☐DRY ☐PRE-ACTION ☐13D ☐MAINE LS ☐13R ☐NFPA 13

SYSTEM MONITORING: ☐WATER FLOW ☐TAMPER ☐LOW AIR

STANDPIPES: ☐CLASS I ☐CLASS II ☐CLASS III STANDPIPE CONNECTION THREADS:_____

FIRE ALARM SYSTEM

ALL FIRE ALARMS SHALL MEET NFPA 72 AND LOCAL ORDINANCE. THE FIRE CHIEF HAS THE DISCRETION TO REQUIRE FIRE ALARM SYSTEMS TO CONNECT TO THE WATERVILLE COMMUNICATION CENTER AND/OR CENTRAL FIRE STATION.

TYPE OF SYSTEM: ☐COMPLETE ☐PARTIAL ☐SMOKE DETECTION ONLY ☐HORNS / STROBES

MONITORING: ☐PRIVATE (MUST PROVIDE FOR 90 SECOND NOTIFICATION) ☐CITY BOX #_____

MONITORING COMPANY:_____ PHONE:_____

CONTACT NAME:_____ EMAIL:_____

FIRE ALARM PANEL LOCATION:_____

SPECIAL FEATURES:_____

EMERGENCY DEVICES

KNOX BOX LOCATION:_____

EMERGENCY LIGHTING: ☐YES ☐NO

EXIT SIGNS: ☐YES ☐NO

FIRE EXTINGUISHERS: ☐YES ☐NO

MSDS LOCATION:_____

GENERATOR SHUT OFF LOCATION:_____ SOLAR SHUTOFFS: ☐YES ☐NO

SPECIAL FEATURES OR HAZARDS:_____

TOTAL COST OF CONSTRUCTION COST \$_____

****THE COST OF CONSTRUCTION FOR USE IN THE FEE CALCULATION SHALL BE BASED ONLY ON THE BUILDING CONSTRUCTION COSTS ONLY. EXAMPLES OF WHAT WOULD NOT BE INCLUDED IN THE COST OF CONSTRUCTION ARE; PURCHASE PRICE, SITE WORK, EQUIPMENT, FURNITURE, SPRINKLER, SYSTEMS, PLUMBING AND HVAC (UNLESS PART OF A SMOKE REMOVAL SYSTEM). SPECIAL PROJECTS INCLUDING SOLAR SYSTEMS MAY INCLUDE THE COST OF EQUIPMENT BEING INSTALLED.**

(THE FOLLOWING IS TO BE FILLED OUT BY THE CODE ENFORCEMENT OFFICER AND/OR A FIRE OFFICAL)

FIRE DEPARTMENT WILL REVIEW THE PROJECT: ☐YES ☐NO

PROJECT APPROVED BY: _____ DATE:_____

FIRE DEPARTMENT FEE \$_____

PROJECT APPROVED BY: _____ DATE:_____

CODE ENFORCEMENT FEE \$_____

TOTAL BUILDING PERMIT FEE \$_____

NO BUILDING HEREAFTER ERECTED SHALL BE OCCUPIED OR USED, IN WHOLE OR IN PART, UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE CODE ENFORCEMENT OFFICER.

APPROVED PLANS MUST BE RETAINED ON JOB ALONG WITH PERMIT UNTIL FINAL INSPECTION HAS BEEN MADE.

MINIMUM OF THREE INSPECTIONS REQUIRED FOR ALL CONSTRUCTION WORK. PLEASE SCHEDULE INSPECTIONS WITH THE CEO SECRETARY. 1.) FOUNDATIONS (FOOTINGS, WALLS, DRAINAGE, WATER PLUG) 2.) FRAMING (PRIOR TO COVERING STRUCTURAL MEMBERS) 3.) FINAL INSPECTION BEFORE OCCUPANCY.

WHERE APPLICABLE, SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND MECHANICAL INSTALLATIONS.

THIS PERMIT APPLICATION DOES NOT PRECLUDE THE APPLICANT(S) FROM MEETING APPLICABLE STATE AND FEDERAL RULES.

THIS PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN SIX MONTHS OF PERMIT ISSUE DATE.

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS THEIR AGENT. I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IN ADDITION, IF THIS PERMIT IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR HIS REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER ALL AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR FOR THE PURPOSES OF INSPECTING SAID WORK.

INSPECTIONS BY BOTH THE FIRE DEPARTMENT AND CODE ENFORCEMENT SHALL BE REQUIRED. ALL SUPPRESSION, DETECTION, AND ALARM VENDORS ARE TO MEET WITH THE WATERVILLE FIRE DEPARTMENT PRIOR TO INSTALLATION OF THE FIRE ALARM/SUPPRESSION SYSTEMS. IN ADDITION, BY SIGNING THIS PERMIT YOU CLEARLY UNDERSTAND THAT THE CITY OF WATERVILLE HAS LOCAL ORDINANCES WITH WHICH YOU WILL COMPLY, INCLUDING BUT NOT LIMITED TO THE PUBLIC SAFETY ORDINANCE AND THE ZONING ORDINANCE. THESE ORDINANCES CAN BE PROVIDED UPON REQUEST.

**NOTICE: FAILURE TO CALL FOR INSPECTIONS OR OCCUPANCY PERMIT MAY RESULT IN A FINE OF
\$100.00 PER DAY**

SIGNED _____ **DATE** _____
OWNER / AUTHORIZED AGENT

PLEASE PRINT YOUR NAME

APPLICATIONS FOR PERMITS MUST BE ACCOMPANIED BY THE FOLLOWING:

A site plan drawn to an indicated scale and showing the location and dimensions of all buildings to be erected, the sewage disposal system, driveways and turnarounds, and abutting lot and street lines. The site plan shall accurately represent the relationship between any proposed building or structure or addition to an existing building and all property lines to demonstrate compliance with the setback requirements of the Ordinance. If there is any doubt as to the location of a property line on the ground or if the Code Enforcement Officer cannot confirm that all setback requirements are met from the information provided, the Code Enforcement Officer may require the applicant to provide a boundary survey or mortgage inspection plan.

SITE PLAN